



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 714 দিশপুৰ, বুধবাৰ, 29 অক্টোবৰ, 2025, 7 কাতি, 1947 (শক)
No. 714 Dispur, Wednesday, 29th October, 2025, 7th Kartika, 1947 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
MEDICAL EDUCATION & RESEARCH DEPARTMENT

NOTIFICATION

The 27th October, 2025

No.MER.495138/541.- The Governor of Assam is pleased to notify the *new Memorandum of Association and Rules & Regulations of the Hospital Management Society (HMS) for Medical College Hospitals in Assam.*

2. The said *Memorandum of Association and Rules & Regulations* shall come into force with immediate effect and shall govern the constitution, powers, functions, and financial management of the Hospital Management Societies in all Government Medical College Hospitals of Assam.
3. The earlier “*Scheme for Delegating Autonomy to Medical College Hospital, District and Sub-District Civil Hospitals through Formation of Hospital Management Societies in Assam*” notified by the Health & Family Welfare Department, Government of Assam vide No. HLA. 194/99/Pt/99 dated 13th August, 2002 shall stand **superseded** in so far as it relates to the Hospital Management Societies of Medical College Hospitals.
4. Necessary steps shall be taken by the Director of Medical Education, Assam and all Principals-cum-Chief Superintendents of Medical College Hospitals to reconstitute/operate the Hospital Management Societies in accordance with the newly approved Memorandum of Association and Rules & Regulations.

SIDDHARTH SINGH,
Commissioner & Secretary to the Government of Assam,
Medical Education & Research Department.

**MEMORANDUM OF ASSOCIATION
OF
HOSPITAL MANAGEMENT SOCIETY**

{To be registered under the Societies Registration Act, 1860(Act No. XXI of 1860)}

1. **Name:** The name of the Society shall be the **Hospital Management Society** Medical College Hospital.
2. **Registered Office:** The registered office of the Society shall be located in the premises of the..... Medical College Hospital.
3. **Areas of Operation:** The activities of the Hospital Management Society shall strictly be restricted to the Medical College and Hospital.
4. **Objectives of the Society:**

The objectives of the Society is to provide autonomy to the Medical College Hospital through a local management body for its overall development and management,

- (i) to improve quality of services, system efficiency and patient satisfaction in Hospital;
- (ii) to provide a safe and secure environment to Health care workers, patients and their attendants within the Hospital premises;
- (iii) to ensure discipline and accountability amongst Doctors and other Staff;
- (iv) to emphasise on bringing financial sustainability in the Hospital Management Society;
- (v) to maintain and expand the existing Hospital infrastructures including furniture as per requirement;
- (vi) to maintain and expand the equipment and laboratory services as per requirement;
- (vii) to engage Specialist and Super-specialists doctors and other technical person(s) in contract or on case basis as per requirement;
- (viii) to arrange periodic technical training for Doctors and other Hospital Staff;
- (ix) to arrange training on effective communication and behavioural approach for Doctors and other Hospital Staff for better patient satisfaction;
- (x) to supervise the implementation of different Government Health programmes in the Hospital;
- (xi) to maintain cleanliness and hygiene of the Hospital premises;
- (xii) to safeguard the assets and property of the Hospital;

- (xiii) to maintain all extant norms relating to fire and other safety issues;
 - (xiv) to generate funds by public donation, leasing vacant lands or space for commercial uses;
 - (xv) to encourage participation of various agencies through CSR activities for the overall development of the Hospital;
 - (xvi) to address the public grievances regarding Hospital and provide remedial measures.
5. **Governing Body:** The Governing Body of the Society shall consist of 25 (twenty five) Members. The **First Members** of the Governing Body who are desirous of being part of the Society as required under section 2 of the Societies Registration Act, 1860 (Act No. XXI of 1860) are as follows, namely:-

Sl No.	Name/ Designation	Status
1.	To be nominated by the Government	Chairperson
2.	District Commissioner of the concerned district where Medical College is located	Vice-Chairperson
3.	MLA(s) of concerned district (maximum of 4) to be nominated by the Government	Member
4.	Director of Medical Education (DME)	Member
5.	Joint Director of Health Services	Member
6.	Principal cum Chief Superintendent of Hospital	Member Secretary
7.	Vice Principal of the Medical College	Member
8.	Superintendent of Hospital	Member
9.	Additional District Commissioner (Health) of the concerned District of the Medical College	Member
10.	Representative of the Municipality or Local Board	Member
11.	President of the Zila Parishad or Representative	Member
12.	3 (Three) Head of the Department of the Medical College to be nominated by the Principal	Member
13.	Representative of Indian Medical Association (Local Branch)	Member
14.	Representative of the Pollution Control Board	Member

15.	Representative of Hospital staff	Member
16.	Representative of PWD (Building)	Member
17.	Representative of Assam Power Development Corporation	Member
18.	Financial Accounts Officer (FAO) / Financial Adviser of the Institute	Member
19.	2(two) alumni members	Member

In the Sixth Schedule areas of Assam, the Chief Executive Member of the Autonomous Council and the Executive Member (Health) shall be the ex- officio members of the Governing Body of the Hospital Management Society of the Medical Colleges.

6. **Formation of the Society:** A certified copy of the Rules of the Society is attached along with the Memorandum of Association.

We the undersigned persons, having associated ourselves for the purpose described in the Memorandum of Association and set our several and respective hands herewith and formed ourselves into a Society under the Societies Registration Act, 1860 (Act No. XXI of 1860) and have held ourselves responsible to manage the affairs of the Society as per the Rules enclosed herewith on this..... day of, 2025.

Sl No.	Designation	Status
1.	Principal-cum-chief Superintendent of the Medical College	Chairperson
2.	Additional District Commissioner (Health) of the concerned District of the Medical College	Member
3.	Superintendent of the Hospital	Member Secretary
4.	Representative of Public Works Department	Member
5.	Representative of Assam Power Distribution Company Limited	Member
6.	Three Head Of the Department on Rotation (GB Members)	Member
7.	Financial Accounts Officer (FAO) / Financial Adviser of the Institute	Member

RULES OF THE HOSPITAL MANAGEMENT SOCIETY OF MEDICAL COLLEGE HOSPITAL

- | | |
|----------------------------------|---|
| Name of the Society | 1. The Name of the Society shall be the Hospital Management Society, ... Medical College Hospital, District. |
| Registered Office of the Society | 2. The registered office of the Society shall be located in the premises of (name of the Medical College Hospital), (name of the District), Assam. |
| Definitions | <p>3. In these rules ,unless the context otherwise requires,</p> <p>(a) “Act” means the Societies Registration Act, 1860 (Act No. XXI of 1860);</p> <p>(b) “Chairperson” means the Chairperson of Governing Body or Executive Committee of the Society;</p> <p>(c) “Department” means the Medical Education and Research Department, Government of Assam;</p> <p>(d) “Executive Committee” means the Executive Committee of the Society;</p> <p>(e) “Financial Year” means the period when the income and expenditure account of the Society is to be laid before the Governing Body is made up ,whether that period is a year or not ;</p> <p>(f) “Government” means the Government of Assam;</p> <p>(g) “Governing Body” means the Governing Body of the Society;</p> <p>(h) “Hospital” means the Medical College Hospital and other Hospitals under Medical Education and Research Department where the Society has been constituted;</p> <p>(i) “Member Secretary” means the Member Secretary of the Governing or Executive Committee of the Society;</p> <p>(j) “Member” means the member of the Governing Body or Executive Committee of the Society;</p> <p>(k) “Rules” means the rules of the Hospital Management Society;</p> <p>(l) “Society” means the Hospital Management Society, registered under the Societies Registration Act, 1860 (No. XXI of 1860);</p> <p>(m) “Vice-Chairperson” means the Vice-chairperson of the Governing Body;</p> |

Authority of the
Society

4. The authorities of the Society shall be as follows, namely :-

- (i) The Governing Body;
- (ii) The Executive Committee; and
- (iii) such other authorities as may be constituted by the Governing Body from time to time.

Governing Body

5. The Apex body of the Society shall be the Governing Body consisting of representatives from various bodies of the Government. The First Governing body of the Society shall consist of the following members, namely :

Sl No.	Name/ Designation	Status	Signature
1.	To be nominated by the Government	Chairperson	
2.	District Commissioner of the concerned district where Medical College is located	Vice-Chairperson	
3.	MLA(s) of concerned district (maximum of 4) to be nominated by the Government	Member	
4.	Director of Medical Education (DME)	Member	
5.	Joint Director of Health Services	Member	
6.	Principal cum Chief Superintendent of Hospital	Member Secretary	
7.	Vice Principal of the Medical College	Member	
8.	Superintendent of Hospital	Member	
9.	Additional District Commissioner (Health) of the District of Medical College	Member	

10.	Representative of the Municipality or Local Board	Member	
11.	President of the Zila Parishad or Representative	Member	
12.	3 (Three) Head of the Department of the Medical College to be nominated by the Principal	Member	
13.	Representative of Indian Medical Association (Local Branch)	Member	
14.	Representative of the Pollution Control Board	Member	
15.	Representative of Hospital staff	Member	
16.	Representative of PWD (Building)	Member	
17.	Representative of Assam Power Development Corporation	Member	
18.	Local Treasury Officer/ Finance and Accounts Officer (FAO) of the hospital	Member	
19.	2(two) alumni members	Member	

In the Sixth Schedule areas of Assam, the Chief Executive Member of the Autonomous Council and the Executive Member (Health) shall be the ex- officio members of the Governing Body of the Hospital Management Society of the Medical Colleges.

Powers and
Functions of
Governing Body

6. The powers and functions of the Governing Body of the Society shall be the following, namely:-
 - (1) The Governing Body shall supervise the management of the Society and prepare short term and long term resource plans with its service delivery objectives.
 - (2) The Governing Body shall approve all proposals of the Executive Committee for (i) providing new modern facilities

- and (ii) maintenance of the Hospital where financial involvement is more than ₹ 20,00,000 (Rupees twenty lakhs) for each Financial Year.
- (3) The Governing Body shall be responsible for yearly audit of the accounts of society by the Comptroller and Auditor General empanelled auditor and periodic statutory audit by Comptroller and Auditor General. The audit finding shall have to be complied with and audit report shall have to be submitted to the Government.
 - (4) The Governing Body of the Society shall exempt people from user fees as per the instruction of the Government issued in the matter from time to time.
 - (5) The Governing Body of the Society shall explore additional income generation activities by the Hospital like leasing or renting parking space for 2(two) or 4 (four) wheelers, canteen, Automated Teller Machine, through fees collected from trainees (Nurses, Pharmacists, Paramedics etc) coming from outside the parent institute as per prevalent norms of Government and any other such sources without hampering patient care services and accordingly delegate the execution of the same to the Executive Committee.
 - (6) The society shall explore regarding alternative financial options such as investment of surplus or unspent funds as per applicable rules.
 - (7) The Member Secretary of the Governing Body shall have the authority to make expenditure upto an amount of ₹10,00,000 (Rupees ten lakhs) for each Financial Year only on emergent need basis such as any repairing or maintenance or procurement or related to patient care services. The Member Secretary shall be liable to obtain post facto approval of such expenditure from the Governing Body within the same Financial Year.
 - (8) All expenditures shall be required to remain within the approved budget of the respective financial year.
 - (9) The society shall maintain a robust mechanism to ensure transparent record-keeping, including procurement processes.
 - (10) All statutory deductions such as Goods and Service Tax, forest royalty, etc. shall be complied with in accordance with relevant Acts.
 - (11) Financial records shall preferably be digitally maintained for transparency and future integration with the State Financial Management Information System (FMIS).

- (12) No contractual man-power engagements shall be made by the Hospital Management Society without the prior approval of the Government.
- (13) The society shall comply with all relevant rules of the Government of Assam amended from time to time.
- (14) The society shall institutionalise a formal mechanism for annual performance assessment of the society.
- Meetings of the Governing Body 7. (i) The Governing Body shall meet at least twice in a year.
- (ii) The Member Secretary of the Governing Body shall convene special meetings of the Governing Body on approval of the Chairperson to consider any matter of special importance or urgency or on the written requisition of not less than 5 (five) members of the Governing Body specifying the purpose for which the meeting is proposed to be called.
- (iii) Every meeting of the Governing Body shall be convened by notices issued under the signature of the Member Secretary or any other officer of the Society so authorized on his behalf on approval of the Chairperson. Every notice calling for the meeting of the Governing Body shall be issued to every member at least 72 hours ahead with agenda.
- (iv) No sitting allowances like Travelling Allowance or Dearness Allowance shall be admissible to the members.
- (v) Minutes of the discussion of the meeting have to be recorded and circulated to the members within 3 days of the meeting. Copy of minutes of each meeting shall have to be sent to the Government for appraisal of the concerned Minister. Follow up of action point of the minutes shall be the responsibility of the Member Secretary of the Society.
- Quorum 8. At least two-third of the membership shall constitute the quorum for any meeting of the Governing Body provided that if the meeting is once adjourned for want of quorum, a subsequent meeting called on the basis of the same agenda shall not be required for a quorum.
- Presiding Officer 9. The Chairperson of the Society shall ordinarily preside over all the meetings of the Governing Body. 4 In the absence of the Chairperson, the Vice-Chairperson or any other member nominated by the Chairperson shall preside over the meeting.
- Voting 10. In case of difference of opinion among the members on any matter under discussion in a meeting, the opinion of the majority present shall prevail. The voting shall be by show of hands unless the meeting decides to take a secret ballot. In case of equal votes on a particular issue, the Chairperson of the meeting shall have casting vote in addition to his own vote.

Term of Members
of the Governing
Body

11. The term of Members of the Governing Body shall be co- terminus with their tenure in the specified post in the Government. However the Government shall reserve the right to relieve or induct or change any member if so desired, in the interest of public service.

Executive
Committee

12. (1) There shall be an Executive Committee consisting of the following members, namely –

Sl No.	Designation	Status
1.	Principal-cum-chief Superintendent of the Medical College/Hospital	Chairperson
2.	Additional District Commissioner (Health) of the concerned District of the Medical College	Member
3.	Superintendent of the Hospital	Member Secretary
4.	Representative of Public Works Department	Member
5.	Representative of Assam Power Distribution Company Limited	Member
6.	Three Head Of the Department on Rotation (GB Members)	Member
7.	Financial Accounts Officer (FAO) / Financial Adviser of the Institute	Member

Powers and
functions of
Executive
Committee

13. The Executive Committee shall have the following powers and functions namely:

- (i) The Executive committee shall be responsible to the Governing body for smooth & efficient functioning of the Society.
- (ii) Executive Committee shall take care of the day-to-day affairs of the Hospital in accordance with guidance of the Governing Body.
- (iii) The Executive Committee shall implement the Hospital improvement plan as approved by the Governing Body.
- (iv) The Executive Committee shall approve the Annual expenditures upto the amount of ₹30,00,000 (Rupees thirty lakhs) for each Financial Year.
- (v) Separate and proper accounts must be maintained for all funds raised and utilised.

- (vi) The Chairperson of the EC, assisted by a designated Finance Service Officer, shall be responsible for maintaining transaction records.
- (vii) Maintenance of cash books and subsidiary registers must be ensured for all financial activities
- (viii) The Executive Committee shall procure drugs, equipment, consumables and services necessary for the Hospital following the Assam Public Procurement Rules 2020, and extant CVC guidelines and ensure proper utilization of the same.
- (ix) The Procurement shall preferably be made through GeM portal as per extant guidelines of Government of Assam.
- (x) In case of non availability of required goods and services on GeM or in case of emergency requirements, procurement can be made outside of GeM subject to ratification by the governing body in due course with due justification.
- (xi) Unless the Government explicitly approves separate financial and procurement rules for Hospital Management Society, Assam Financial Rules and Procurements Rules shall apply by default.
- (xii) The Executive Committee shall exempt people from user fees as per instructions issued by the Government from time to time. In any special cases not covered under extant Government instruction, exemption may be granted from payment of user charges by the Superintendent after the approval of Chairperson of Executive Committee.
- (xiii) The Executive Committee shall execute the decisions of the Governing Body regarding additional income generation activities by the Hospital.
- (xiv) The Executive Committee shall have the power to engage Specialist and Super-specialists doctors and other technical person(s) in contract, agreement or case basis. These engagements shall be solely based on requirement. The terms and conditions of such engagements shall be decided by the Executive Committee within its financial power.
- (xv) The Executive Committee shall ensure discipline, accountability and punctuality of the Hospital staff. The employees of the Hospital engaged on contract shall remain under the control of Executive Committee.
- (xvi) The Executive Committee shall resolve all type of public grievances related to Hospital services with priority.

The Executive Committee shall implement all guidelines or instructions issued by the Government of Assam and the Governing body.

- (xvii) The Executive Committee of the Society shall execute Annual Maintenance Contract (AMC) and Services Maintenance Contract (SMC) for the Hospital equipment and shall keep the equipment functional.
- (xviii) The Executive Committee shall propose Amendments in the bye-laws for consideration and approval by the Governing body.
- (xix) The society shall mandatorily submit Utilisation Certificates (UCs) for all government grants received to the State Government through concerned authorities.
- (xx) The Society shall submit its annual report to the concerned administrative department, with a copy to the Finance Department.
- (xxi) The Executive Committee can delegate any of its functions to the Chairperson whenever deemed necessary.
- Meetings of the Executive Committee 14. (1) The Executive Committee shall make all efforts to meet at least once every month.
- (2) The 2/3 members of the Executive Committee shall be present to form the quorum. In case of adjourned meeting quorum is not necessary.
- (3) The Member Secretary of the Committee shall issue notice of the meeting with agenda and circulate it to the members at least 3 days ahead of the meeting.
- (4) The recording and circulation of the minutes of the meeting shall be done within 72 hours of the meeting.
- (5) The copy of minutes of each meeting shall have to be sent to the Government of Assam for appraisal of the concerned Minister.
- (6) The follow up of action points of the minutes, shall be the responsibility of the Member Secretary.
- Powers and functions of the Chairperson 15. The powers and functions of the Chairperson shall be as follows:
- (1) The Chairperson shall have the power to call for and preside over meetings of the Executive Committee.
- (2) In case of votes for and against any particular issue are equal, the Chairperson shall have a casting vote in addition to his or her normal vote.
- (3) The Chairperson of the Executive Committee shall monitor all activities of the Society.
- (4) The Chairperson shall exercise the financial powers of the Executive Committee. He or She shall operate the bank account of the Society jointly with the Finance Officer.
- (5) The annual Budget of the Hospital Management Society shall be prepared by the Chairperson of the Executive Committee on a yearly basis and shall submit to the Governing Body. The Governing Body shall approve expenditure in its meetings.
- (6) The Budget of the Hospital Management Society for each financial year shall have to be approved by the Governing Body in the month of March of the previous Financial Year.

- No expenditure shall be incurred out of the funds at the disposal of the HMS without the annual budget for that particular year being approved by the Governing Body.
- (7) The collected funds by the Society shall be deposited on the same day or in the next working day (in case of holidays) in the BANK ACCOUNT of the Society and which shall be the responsibility of the Chairperson of the Executive Committee.
- Powers and functions of the Member Secretary
16. The powers and functions of the Member Secretary shall be as follows, namely:—
- (1) The Member Secretary, with the approval of the Chairperson shall be responsible for day to day management of affairs of the Society in accordance with the powers and functions of the Executive committee.
 - (2) The Member Secretary shall work as per the guidance of the Chairperson of the Executive Committee.
 - (3) The Member Secretary shall convene the regular Society meetings, preparing its agenda, maintaining the records and proceedings of the meetings and circulation to the concerned members. The approved minutes of the meeting shall be circulated by the Member Secretary.
 - (4) He or she shall be responsible for overall supervision of employees and properties of the Hospital on behalf of the Society.
 - (5) He or she shall be the custodian for all records related to the Society.
- Registration
17. The rules of the Society shall be submitted before the Registration Authority for registration of the Society.
- Maintenance of Records
18. The Society shall maintain the following records, namely:—
- (i) the rules and regulations and registration certificate of the Society ;
 - (ii) minutes of the meetings and proceedings of the Society;
 - (iii) any other records, papers and documents needed as insisted by the Governing Body from time to time.
- Funds of the Society
19. The source of funds of the Society shall be,
- (i) funds collected by user charges from Hospital services;
 - (ii) funds mobilized by the Society by leasing Hospital premises for commercial uses like leasing or renting parking space for 2(two) or 4 (four) wheelers, canteen, Automated Teller Machine, through fees collected from trainees (Nurses, Pharmacists, Paramedics etc) coming from outside the parent institute as per prevalent norms of Government etc.;
 - (iii) contribution and donations by Government or Private organizations, PSU, or any other source;
 - (iv) funds from local public representative and Local Area Development Scheme (LADS) project;

- | | | |
|-----------------------------|------|--|
| | (v) | government aids, Grant-in-aids and any other aid or fund from Government; |
| | (vi) | any other source duly approved by Executive committee. |
| Bank account of the Society | 20. | <p>(1) The Society shall have exclusive right over the funds and property acquired by it.</p> <p>(2) The funds collected by the Society shall be deposited in a Scheduled Commercial Bank in Saving Account in the name of the Hospital Management Society.</p> <p>(3) The account shall be jointly operated by the Chairperson of the Executive Committee and Finance Officer or Financial Audit Officer of the Hospital.</p> |
| Financial Year | 21. | The financial year for the Society shall be from 1st April to 31st March of the succeeding calendar year. The annual income and expenditure, accounts and balance sheet of the Society shall be placed before the Governing Body within 3 (three) months of the completion of the accounting year, duly audited by the auditor appointed by the Governing body. |
| Accounts | 22. | <p>(1) The Executive Committee shall arrange for the proper maintenance of the accounts with respect to,</p> <p style="padding-left: 40px;">(i) all revenue earned and paid by the Society and the matters in respect of which receipts and expenditures had been incurred;</p> <p style="padding-left: 40px;">(ii) all sales and purchases of goods by the Society;</p> <p style="padding-left: 40px;">(iii) the assets and liabilities of the Society.</p> <p>(2) The Budget of the Hospital Management Society for each Financial year shall have to be approved by the Governing Body in the month of March of the previous Financial Year. No expenditure shall be incurred out of the funds at the disposal of the Hospital Management Society without the annual budget for that particular year being approved by the Governing Body.</p> <p>(3) The collected funds by the Society shall be deposited on the same day or in the next working day of the bank (in case of holidays) in the Bank Account of the Society and this shall be the responsibility of the Chairperson of the Executive committee.</p> <p>(4) The Chairperson of the Executive Committee, assisted by a designated Finance Service officer shall be responsible for maintaining transaction records.</p> |

- (5) The Hospital Management Society shall engage a full time Accounts Officer with the requisite qualifications to be notified by the Government.
- (6) Separate and proper accounts must be maintained for all funds raised and utilised.
- (7) Maintenance of cash books and subsidiary registers must be ensured for all financial activities.
- (8) The society shall mandatorily submit Utilisation Certificates (UCs) for all government grants received to the State Government through concerned authorities.
- (9) The Society must submit its annual report to the concerned administrative department, with a copy to the Finance Department.

Audit

23. Transparency shall be the hallmark of the functioning of the Society. In order to boost people's faith in the system, procurement and accounting procedures of the Society shall be transparent so that the patients or donors feel that their money has been judiciously utilized.
 - (1) The Hospital Management Society shall engage a Comptroller and Auditor General empanelled Chartered Accountant through GeM to carry out audit of the accounts of the Hospital Management Society. The standard bid document (SBD) for engagement of the auditor shall be circulated by Directorate of Medical Education. The term of appointment of an auditor shall not be more than 3 (three) consecutive years.
 - (2) The Auditor shall carry out audit of the accounts of Hospital Management Society on quarterly and on annual basis. The quarterly report of the accounts shall be submitted before the Executive Committee within a month after each quarter.
 - (3) It shall be the responsibility of the Chairperson of the Executive Committee to ensure that the annual reports of accounts audited by a Comptroller and Auditor General empanelled Chartered Accountant are submitted to the Government, within the first 3 (three) months of the next Financial Year, after placing the report before the Governing Body.
 - (4) The accounts of expenditure shall also be annually audited by Comptroller and Auditor General. The Comptroller and Auditor General audit finding shall have to be complied with and audit report shall have to be submitted to the Government.
 - (5) The Chairperson of the Executive Committee shall proactively take-up the Office of the Accountant General to carry out an Annual audit by the Accountant General.

- (6) Internal audit by the Society shall be applicable from time to time. Annual report of the Society shall be kept open for the People.
- Annual Report and Annual Account 24. The annual report and accounts duly approved by the Governing Body of the Society shall be furnished to the Government within 6 months of the end of the Financial Year. The Annual report shall be placed before the Governing Body after approval of the Executive Committee. Annual Accounts audited by the Auditor shall be placed before Governing Body with the approval of Executive Committee along with its comments on issues raised in the Audit Report of the Auditor.
- Legal Proceedings 25. The Society shall be governed under the provisions of Societies Registration Act, 1860 (No. XXI of 1860). The Member Secretary of the Society shall be responsible person in respect of all legal correspondence and matter of the Society.
- Amalgamation 26. It shall be lawful for the Society to take over or amalgamate with any other society, association or institution with similar aims and objectives, to establish, promote, manage, organise or maintain branch of the Society and to promote or carry on the affiliation or amalgamation of any other society, association or institution with this Society.
- Amendment of the Memorandum and Rules of the Society 27. (1) Any amendment in the memorandum and the rules shall be carried out in accordance with the procedure laid down under the Societies Registration Act, 1860.
- (2) Whenever it shall appear to the Society that it is desirable to amend the rules of the Society or to amalgamate the Society either totally or partially, a special Governing Body meeting shall be convened to consider the issue.
- (3) The proposal for amendment for rules and regulations or of the Society shall be agreed to by the votes of at least two-third members of the Society present in the meeting. A copy of such proposal when accepted by the Governing body shall be forwarded to the Government for approval and necessary action.
- (4) The Government of Assam reserves the right to amend any rules and regulations of the Society in the interest of public service and such amendments shall be approved by the Hon'ble Chief Minister, Assam.
- Common seal of the Society 28. The Society shall have a common seal of such make and design as the Governing Body of the Society may approve.
- Assets and liabilities of the Society 29. (1) The assets of the Medical College Hospital shall continue to be the property of the State Government.

- (2) The income and property of the Society shall be applied towards promotion of the formulated objectives in the Memorandum of Association, subject nevertheless in respect of the expenditure of the grants made by Government of Assam to such limitation as the Government may impose from time to time.
- (3) No portion of the income and property of the Society shall be paid or transferred, directly or otherwise to the person who at any time have been member of the Society or any of them or any person claiming through them.
- (4) Liabilities created by the Society shall rest with the Society for liquidating it and Government shall not be anyway responsible for such liabilities.
- Powers of the Government 30. The Government of Assam may appoint one or more persons to review the work and process of the society and to hold enquiries into the affairs thereof and the report thereon in such manner as the Government may stipulate. Upon receipt of such report, the Government may take such action and issue such direction as it may consider necessary in respect of any of the matter dealt within the report. The society shall be bound to carry out such directives. In addition, Government at any time, may issue directives on matters of policy to the society and the latter shall be bound to comply with such directives.
- Dissolution 31. All assets of the Society upon its dissolution shall be the property of the Medical Education and Research Department, Government of Assam after clearance of any debts and liabilities of the Society. The Government shall have the right to dissolve the Society at any time, provided it is satisfied that the functioning of the Society is not in accordance with the rules of the Society and relevant norms of the Government.
- Interpretation 32. If any dispute arises as to the interpretation of any of the provisions of the Memorandum of Association and this Rules and Regulations and any other matters of the Society, the interpretation given by the Government shall be final and binding to all concerned.